

***Pandemic Flu Preparedness by Community Based Organizations
Serving Vulnerable Populations
Small Project Funding 2006
Due: October 31, 2006***

OVERVIEW:

Public Health-Seattle & King County's Vulnerable Populations Action Team is working to assure access to public health preparedness, response and recovery services for the most vulnerable and hardest-to-reach residents in King County. The Vulnerable Populations Action Team efforts have been ongoing since January 2006 and are guided by the following goals:

1. Ensure that pandemic planning (preparedness, response, and recovery) incorporates vulnerable populations.
2. Community-based organizations will be prepared to continue delivery of their essential services and reach all residents with communication before, during, and after an influenza pandemic.
3. Community-based organizations will have the capacity to collaborate with others who are part of the community response plan, and provide certain response functions.

This round of funding will support goals 2 and 3.

THE PROJECT:

Public Health-Seattle & King County (PHSKC) is undertaking a pilot project to ensure that agencies are better prepared to provide services to the community in the event of an emergency. In order to help the agencies maintain services to their clients in the event of a flu pandemic and partner with PHSKC in getting information to residents in the event of a pandemic, this project will fund preparedness and response planning among community-based organizations that serve vulnerable populations. The projects are 2 months in duration and will be complete by December 20, 2006.

SCOPE OF WORK:

In this round of funding, PHSKC will fund pilot projects to support the development of preparedness and response plans in community-based organizations King County. The funding focuses on community-based organizations' ability to prepare for an emergency event, including continuing to provide services and information to clients during and after the event.

Eligible activities and expenditures related to the work include costs associated with training, costs associated with planning (staff time to write and review plans), and costs to purchase supplies to limit the spread of germs (alcohol hand sanitizer and dispensers and surgical masks).

INVOICES/METHOD OF REIMBURSEMENT: Invoices for the Deliverable Award Amount can be submitted to PHSKC once the deliverable has been completed. Checks will be sent to the agency within 6 weeks of receiving and approving the invoice. All invoices must be received by December 20, 2006 to ensure reimbursement.

SUBMISSION DEADLINE: Tuesday, October 31, 2006

COST CEILING: Approximately \$75,000 will be available; individual awards will range from \$200 to \$2,499 (must not exceed \$2499, including all delivery and tax charges).

ELIGIBLE ORGANIZATIONS/AGENCIES:

To be eligible for these awards, the organizations/agency must be serving the following vulnerable populations:

1. <i>Physically Disabled</i> (major: full-time attendant care required for feeding, toileting, personal care, etc.)
2. <i>Blind</i> (range includes: low vision, night blindness, color blindness, impaired depth perception, etc.)
3. <i>Deaf, Deaf-Blind, Hard of Hearing</i> (latent Deaf, situational loss of hearing, limited-range hearing)
4. <i>Seniors</i> (frail elderly, people who have age-related limitations/needs)
5. <i>Limited English or Non-English Proficient</i> (includes persons with limited ability to speak, read, write or fully understand English)
6. <i>Children</i> (anyone below age of majority separated from parents/guardians—day cares, Head Start, before/after-school programs, latch-key kids)
7. <i>Homeless and Shelter Dependent</i> (includes persons in shelters, on the streets or temporarily housed—transitional, safe houses for women and minors)
8. <i>Impoverished</i> (person with extremely low income, without resources or political voice, limited access to services, limited ability to address own needs)
9. <i>Undocumented Persons</i> (persons distrusting authorities, political dissidents and others who will not use government or other traditional service providers—i.e., American Red Cross)

PROPOSER SUBMISSION REQUIREMENTS:

1. In 1 page, please briefly describe your agency, including a brief listing of type of services offered, client demographics, vulnerable population(s) served (from above list), agency operating staff & budget
2. Contact information (applicant name, title, address, telephone numbers, email address, fax number)
3. Please complete and attach a Deliverables Table (attached p.3)

SUBMISSION FORMAT:

- 1 page limit for response (12 pt font, single-spaced, one-inch page margins)
- All requests must be received by October 31, 2006 by 5 p.m. via email, fax, or mail.
- Submission & questions contact information and address:

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 Vulnerable Populations Action Team Outreach Program Manager
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Total Amount Applying For:	Total Number of Activities:
\$	

Deliverables may include the following options outlined in the table below. Please indicate the activities your agency is applying for with a Yes or No in the table.

AWARD ACTIVITY	DELIVERABLE	AWARD AMOUNT	DELIVERABLE DUE DATE	APPLYING FOR ACTIVITY (INDICATE Y/N)
1 agency representative/ staff member attends October 25 morning training (8-12 p.m.) & distributes emergency preparedness information/ brochures to their clients <i>(space is limited and if your agency is unable to attend, you may develop a different award activity)</i>	Completed training evaluation	\$300	10/25/06	
1 agency representative/staff member attends October 25 afternoon training (1:45-4:30 p.m.) <i>(space is limited and if your agency is unable to attend, you may develop a different award activity)</i>	Completed training evaluation	\$200	10/25/06	
Substitute activity if not applying for training award: If your agency is not able to attend the October 25 training you may be eligible for that award amount (\$500) by developing a different award activity & deliverable. <i>Please contact Maria Carlos by 10/20/06 for details.</i>	To be determined by 10/31/06	\$500	12/20/06	
Agency completes business continuity template <i>(see attached)</i>	Completed business continuity template	\$749	12/20/06	
Signed Memorandum of Understanding (MOU) between PHSKC and agency regarding agency's role in a communication network to disseminate timely health information in an emergency <i>(MOU language to be provided)</i>	Signed MOU	\$600	12/20/06	
Develop a call down list that can be used to reach agency staff in an emergency	Agency call down list	\$200	12/20/06	
Purchase flu pandemic preparedness supplies, including hand sanitizer, surgical masks <i>(see attached approved list of supplies, agency to pay for supplies and be reimbursed by PHSKC)</i>	Paid invoice for purchased supplies	\$450	12/20/06	

LIST OF APPROVED SUPPLIES

- Nonperishable emergency food & water supplies to be stored for use during disasters to support agency staff for up to 3 days *
- Thermometer
- First Aid Kit *
- Latex gloves
- Emergency blankets
- Light sticks
- Flashlight
- AM/FM Radio (battery and/or crank operated)
- Personal hygiene items, including soap, tissues, toilet paper
- Alcohol-based hand cleaner
- Disinfectant
- Household chlorine bleach
- Surgical masks for agency staff
- Ponchos
- Cotton sheets or towels
- Large trash bags

** Details on First Aid supplies, food and water can be found on the American Red Cross website http://www.redcross.org/static/file_cont119_lang0_62.doc*